

1.0 TITLE OF EFFORT: IP Elements Integration Management Support

2.0 TASK DESCRIPTION:

The contractor shall provide technical support to the NASA IP Element Integration Manager (EIM) in managing and overseeing the tasks necessary to integrate the IP Elements into the ISS. 'IP Elements' are defined as: HTV, ATV, MSS, SPDM, MLM, UDM, SM, DC, DCM, Soyuz, Progress and Visiting Vehicles.

2.1 STATEMENT OF WORK REFERENCE: SOW 1.5.3 IP Elements Integration Management Section

2.2 REQUIREMENTS:

The contractor shall confirm that the IP Elements meet their ISSP requirements and are ready for flight. In addition, the contractor shall confirm that IP Elements meet their ISSP requirements and are ready for flight. The contractor shall ensure that NASA meets applicable ISS requirements associated with integrating the IP Elements and that NASA and its contractors comply with relevant bilateral agreements.

The contractor shall perform the tasks identified below in support of IP Element Integration Management.

1. Work with the Program Data Integration team, which provides the book coordination function, to facilitate the technical development, coordination with IPs, management approval, and implementation of the IP BDEALS documents.
2. Work with the Mission Integration team, which provides the book coordination function, to facilitate the technical development, coordination with IPs, management approval, and implementation of the IP BHSEALS documents.
3. Distribute Element technical, programmatic and operations data for review by ISSP technical teams and collect assessments and comments to this data from the teams.
4. Facilitate ISSP teams' communications with IPs and IP contractors.
5. Provide responses to communications and data requests from IP and ISSP teams in accordance with teams' schedules.
6. Coordinate shipment of items to and from the IPs with the ISSP shipping coordinator in the Mission Integration team.
7. Facilitate and coordinate the resolution of issues associated with integrating the IP Elements, as necessary, and report status of issues regularly to the NASA EIM.
8. Facilitate and coordinate the closure of action items associated with integrating the IP Elements, as necessary, and track and report status of all action items regularly to the NASA EIM.
9. Initiate or coordinate CRs to maintain and update the ISS design and requirements baseline for IP Elements.

10. Support development, coordination and maintenance of the Program Integration office IP CoFR implementation plans, and IP Element Acceptance/Assessment Review Plans.
11. Plan and coordinate the ISSP teams' participation in the IP design, qualification, certification, and pre-shipment reviews.
 - i. Develop ISSP Support Plans for IP Milestone Reviews.
 - ii. Review IP Design, Qualification and Certification Review data packages for compliance with ISSP requirements and policies.
 - iii. Track and facilitate closure of issues and action items.
12. Coordinate IP EIM team support to ISSP Milestone and Launch Package reviews in the ISS Mission Integration Template
13. Provide consolidated Element team inputs to mission requirements, increment definition requirements, and manifest requirements for IP Element flights.
14. Coordinate with KSC and IP regarding IP Element hardware processing in the SSPF, to provide programmatic coordination including review of integrated IP Element schedules, status of Hardware processing, status of action items, and development and coordination of meeting agendas. After handover of the IP Element hardware to Shuttle Integration, support the Launch Package Management teams to coordinate element related processing issues.
15. Coordinate with ISSP and IP Operations teams the planning and implementation of IP Elements flight operations, which includes participation in ISSP SIRs and review of the IP Element operations documentation, such as operational timelines, procedures and flight rules.
16. Staff the ISS Increment Management Center and MER consoles during IP Elements' assembly flights, flights involving CSA robotics missions, and first-time IP visiting vehicle flights (e.g., HTV & ATV). Staff an ISS MER console on an as-needed basis after the initial IP assembly flights and first-time IP visiting vehicle flights..
17. The contractor shall investigate and develop recommendations on launch service mission assurance strategies for ISS resupply missions. The task includes developing an understanding of the ISS mission, evaluating NASA and other industry practices for launch vehicle mission assurance practices, and providing a strategy of strategies for the ISS mission.

2.2.1 Meeting and Documentation Support

Under contract SOW 3.1.1.1 Engineering and Technical Services and Program WBS 1.5.3 IP Elements Integration Management, the contractor shall perform the following activities to provide the Element Integration Management teams with meeting and documentation support.

- 1) Meeting Support is provided for:

- a) Technical Interchange Meetings
 - b) Milestone Reviews,
 - i) Preliminary Design Reviews
 - ii) Critical Design Reviews
 - iii) Qualification Reviews
 - iv) Acceptance Reviews
 - c) Element Integration Meetings
 - d) Other meetings as necessary
- 2) Meeting support tasks include:
- a) Scheduling conference calls
 - b) Producing design review plans
 - c) Developing and maintaining agendas and calendar of events
 - d) Preparing meeting minutes
 - e) Compiling presentations and electronically distributing items to the appropriate team
 - f) Tracking actions, issues, and Review Item Discrepancies (RIDs)
 - g) Generating and maintaining travel lists
 - h) Data entry and database management of RIDs for milestone reviews.
- 3) Documentation support tasks include:
- a) Documentation management
 - b) Filing and archiving project-related documentation
 - c) Photocopying meeting presentations and other documentation as necessary
 - d) Formatting documentation
 - e) Converting documents from various formats to PDF files
 - f) Scanning hard copies into electronic format for posting on the internet
 - g) Distributing documentation to team members
 - h) Maintaining intranet sites and managing content
 - i) Posting project related documentation to the appropriate internet site
 - j) Serve as Curator of the Program Integration Office homepage
 - k) Coordinate all Program Integration Office web site curators
 - l) Develop and maintain the OM 1,2,3,4, & 7 web sites
 - m) Ensure all applicable OM web pages are registered and compliant with NASA standards

3.0 DELIVERABLES: The contractor shall provide deliverables which include written reports, presentations and relevant data provided in both hardcopy and electronic form. Electronic files shall be provided in Microsoft Word, Microsoft Excel, or Microsoft PowerPoint where applicable.